Using Banner to

Reduce paper

Accelerate the speed of processing

Open up access to information

Simplify and streamline processes

**Simplify and streamline processes:**
- Reduce unnecessary steps and complexity.
- Re-integrate fragmented processes that cross department boundaries.
- Use “exception reporting” instead of excessive controls.
- Share data – it all belongs to the University.
- Don’t be afraid to adopt best (or good) practices from the outside world.

**Open up access to information:**
- Get information online in the central system.
- Make information visible to people know it’s there.
- De-fragment information.
- Use the web!

**Accelerate the speed of processing:**
- Let the client do it themselves.
- Reduce paper.
- Make processes “one-stop.”
- Use immediate processing rather than batch (i.e., built-in delay).

**Reduce paper:**
- Eliminate the process step that requires the paper.
- Replace the paper form with an electronic form for the client.
- Replace the paper transmission with an automated transmission.
- Replace the paper transmission with an electronic workflow.
- Image the paper; transfer atoms of paper to electronic bits of information.